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From: Nassif, Julianne (DPH)
Sent: Monday, February 06, 2012 10:05 AM
To: Rubin, Alan (DPH); Cheng, Gloria (DPH); Clemmer, Jill (DPH); Jenner, Jennifer (DPH); Servizio, Paul (DPH); O'Brien, Elisabeth (DPH); Salemi, Charles (DPH); Kane01, Peter (DPH)
Subject: FW: FedEx Express Services Must be Scheduled

See note below. thanks

From: Caloggero, Dina (DPH)
Sent: Friday, February 03, 2012 10:47 AM
To: Nassif, Julianne (DPH); Stiles, Tracy (DPH); Smole, Sandra (DPH); Han, Linda (DPH)
Subject: FW: FedEx Express Services Must be Scheduled

Please see the email below

From: Levey, Aaron M [<mailto:Aaron.Levey@umassmed.edu>]
Sent: Thursday, February 02, 2012 4:02 PM
To: Caloggero, Dina (DPH)
Subject: FW: FedEx Express Services Must be Scheduled

Dina,

Can you please share the email below with DPH employees?

Thanks,
Aaron

All Employees,

FedEx has notified the JP Campus that due to the decreased volume in FedEx Express envelopes and packages that there is no longer a daily scheduled pickup. If you are leaving a FedEx Express envelope or package at the security desk for pickup, you must go on-line or call to schedule the pickup. All pickups must be scheduled by 5:30 pm. This is effective immediately.

How to schedule your pickup:

- on-line @ www.fedex.com (\$3.00 per pkg)
- call 1-800-622-1147 (\$4.00 per pkg)

Thank you,

Aaron Levey
Business Manager
Jamaica Plain Administration
University of Massachusetts Medical School
Phone: 617-983-6229
Fax: 617-983-6210